

EDITED KSA LISTING

CLASS: HAZARDOUS MATERIALS SPECIALIST

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

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| | Knowledge of: |
| K1. | Basic knowledge of principles of scientific research in order to interpret scientific publications and methodology to obtain practical applications. |
| K2. | Basic knowledge of chemical, biological, physical and environmental science as a foundation for environmental regulatory compliance. |
| K3. | Detailed knowledge of chemical and physical characteristics of hazardous materials and wastes and their general effect on human health and the environment as they relate to the chemicals being stored and used. |
| K4. | Detailed knowledge of chemical reactions to ensure the health and safety of staff and inmates, the protection of the environment, and property. |
| K5. | Comprehensive knowledge of the effect of hazardous materials and wastes and their interactions on the environment for effective emergency response to potential and unplanned releases and spills. |
| K6. | Practical knowledge of water, soil and air quality management to determine level of contamination and develop contingency plans. |
| K7. | General knowledge of investigatory methods to formulate corrective action plans for Notice of Unusual Occurrences. |
| K8. | General knowledge of hazardous materials and wastes management programs and activities in both the public and private sectors to keep abreast of current best management practices. |
| K9. | Technical knowledge of research and literature on the health effects of hazardous substances used in California industry to maintain compliance with the California Hazard Communication Standard. |
| K10. | Detailed knowledge of California's hazardous waste stream characteristics and mitigation practices to protect the health and safety of employees and inmates and to minimize adverse impacts on the environment and property. |
| K11. | Comprehensive knowledge of Federal, State, and local statutes, regulations, legislative, and regulatory processes, programs, and responsibilities related to hazardous materials and wastes to protect the health and safety of employees and inmates and to minimize adverse impacts on the environment and property. |
| K12. | Comprehensive knowledge of methods of transport, storage, recovery, treatment, destruction, disposal, and use of hazardous materials and wastes to ensure compliance with regulatory mandates and to protect the health and safety of employees and inmates and to minimize adverse impacts on the environment and property. |
| K13. | Technical knowledge of hazardous waste generator permitting process including State and Federal requirements for review to ensure compliance with environmental regulatory mandates. |

Bold text-indicates not on Classification Spec.

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| K14. | Working knowledge of concepts employed in a variety of disciplines including public health and resource management to ensure an efficient and effective hazardous materials and wastes management program. |
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| | Skill to: |
| S1. | Skill to collect environmental data to identify unknown hazardous substances, concentration levels and exposure risks. |
| S2. | Skill to analyze and evaluate data and reach sound conclusions in order to formulate appropriate courses of action. |
| S3. | Skill to apply scientific methods and principles to reach an appropriate level of response to unplanned release of hazardous substances and to evaluate and monitor the environment (e.g., air, water, soil). |
| S4. | Skill to analyze situations and take appropriate actions to include determination of appropriate levels of personal protective equipment, mitigation and remediation. |
| S5. | Skill to establish and maintain cooperative relations with local governments and all persons contacted in the work place to maintain effective regulatory compliance. |
| S6. | Skill to prepare clear, complete, and technically accurate reports to document regulatory efforts, to provide alternatives and recommendations for management decisions. |
| S7. | Skill to communicate effectively in order to obtain and provide accurate information and recommendations for management decisions, provide training, and conduct meetings. |
| S8. | Skill to plan, organize and apply practical applications in context with the management of hazardous materials and wastes present on departmental facilities. |
| S9. | Skill to coordinate and direct the work of others, including inmate workers in the control of potential and unplanned releases, removal, or collection of hazardous wastes. |
| S10. | Skill to make oral presentations, evaluate scientific data, and develop and prepare recommendations based on findings to provide accurate information and recommendations for management decisions, provide training, and conduct meetings. |
| S11. | Skill to be objective and flexible to function effectively in a team setting, remain unbiased when evaluating and making recommendations to meet program needs. |
| S12. | Skill to meet critical deadlines to meet regulatory mandates. |
| S13. | Skill to understand principles of risk assessments and risk management in formulation of all required plans and mandates to protect the public and environment and to ensure compliance with hazardous materials and wastes regulations. |

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| S14. | Skill to work with professionals from a variety of disciplines within and outside of State Government on complex and changing hazardous substance issues related to the achievement of departmental goals. |
| S15. | Skill to read and understand technical research reports on emerging public health issues related to the use of hazardous materials and wastes in a correctional setting. |
| S16. | Skill to develop and organize materials used for presentation and dissemination of information to staff and inmate workers. |
| S17. | Skill to anticipate and respond to public concerns with tact and sensitivity in cooperation/coordination with the designated public information office. |
| S18. | Skill to operate electronic media (e.g. computer, software, etc.) to access, enter, update and retrieve information. |
| S19. | Skill to operate a motor vehicle with a valid driver's license. |

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| | Ability to: |
| A1. | Ability to perform physical labor (e.g., lifting/moving equipment, etc.) in order to perform the required tasks of the job. |
| A2. | Ability for vision to be correctible to meet Department of Motor Vehicles' licensing requirements. |

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| | Special Personal Characteristics: |
| SPERC1. | Willingness to travel to facilities statewide to provide onsite inspection, training and consultation requiring overnight stays. |
| SPERC2. | Willingness to work in a correctional setting, to be aware of safety and security, and to act in a manner appropriate to a correctional setting. |
| SPERC3. | Willingness to obtain and maintain mandatory certifications (e.g., Hazardous Waste Operations and Emergency Response and Hazardous Waste Generator) annually. |
| SPERC4. | Willingness to direct and perform work in a potentially adverse environment requiring the use of personal protective equipment, including meeting the requirements of a respiratory protection program. |
| SPERC5. | Willingness to participate in substance abuse testing programs in compliance with Department of Personnel Administration and/or Department of Transportation regulations as those regulations apply. |

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